

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, JANUARY 7, 2013
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Porter called the meeting to order at 6:15 p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant (Absent), Councilmember Johnie L. Higgs, Sr., Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: Robert Ashton, Acting City Administrator

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Stephenson

1.1.4. Approval of Agenda

It was motioned by Councilmember Simms and seconded by Councilmember Higgs to approve the agenda. The motion carried.

2. PRESENTATIONS:

2.1. None

3. REPORTS

3.1. Mayor's Report:

- Mayor Grant was absent from the meeting and no report was submitted.

3.2. City Administrator Report:

- Mr. Ashton stated that the City was approved under the Community Legacy program under the collaborative agreement. He will provide the Council with a copy of the approved agreement.

- Mr. Ashton stated that the first pay period in January the Social Security taxes will go up. It was extended under the Busch Administration, but it expired during the Fiscal Cliff discussion.
- He stated that the Public Works Committee met and the request was to receive two vehicles that have identified the funding source.
- The Carrington Avenue project will be receiving relief, as the County will be meeting with the City to provide a resolution to have the water issue resolve. The remedy maybe issued by the County.
- There will be a new tax on tax bill regarding water remediation.
- He stated that the Council President may want to share with the Council the Geocache Summit held in Greenbelt, MD.
- Mr. Ashton stated that the staff had started the goals and objectives for FY2014 budget.
- He stated that he will provide the City Council with the Goals & Objective due in December.
- Mr. Ashton stated that the City received \$75,000 on the Collaborative Grant from Community Legacy.
- Mr. Ashton stated that we have forwarded the procedures to the City Attorney on the Demolition Procedures.
- Councilwoman Simms wanted to know if the research on the property regarding any outstanding water bills, and the procedure that the County had followed to ensure that we do not lose the money from the Grant. She wanted to ensure that the City is doing its due diligences.

3.3. Council Committee Reports:

- 3.3b Finance & Budget Committee-Councilmember Higgs stated that has provided everyone with a copy of his report. He met with Mr. Ashton on December 27, 2012. They discussed the Procedures Manual and Budget. He would like to meet with his committee on January 25, 2013 at 5:30p.m., to go over the items.
- 3.3e.Public Safety & Civil Rights Committee- Councilmember Kennedy stated that he had requested the Chief to provide him with a report of the department top priorities. They are requesting an adjustment in the salary of the officers to be provided by the unfilled position in the department.
- The chief requested to increase the gasoline mileage from the 90 gallons per month.
- The police department needs an upgrade to the computers and server in the department.

- Councilmember Porter stated that it is a process and the responsibility of the Chief to regulate the gasoline distribution. He has requested a report to show how many gallons it takes for the officer to go around the City. The City is a 2 mile radius.
- Councilwoman Simms stated that it was requested for the Chief to put a packet together to bring to the Committee. The package should consist of the cost of the computers and the server.
- Councilmember Kennedy stated that we don't want to lose our police officers, as we have in the past. He stated that they look at the salary in the other municipalities and see that they are getting paid less.
- Councilmember Kennedy stated that we need evaluate all of the employees.
- Councilwoman Simms stated that all of the employees are being evaluated.
- Councilmember Kennedy stated that we need to give the Police Chief as much support as needed. He feels that the Police Chief wants to help improve the City.
- Councilwoman Stephenson stated that the Council use to receive a detail report of the officers performances. She's not sure if the request need to through the committee or not, but she would like to receive that report.
- Councilwoman Simms stated that the Police Department needs paint and carpet. She wanted to know if the Department gets three estimates can the Council take this under consideration.

- **4. NEW BUSINESS**

4.1. Request for Consideration of a Financial Advisor Position

- Councilwoman Simms stated that draft job description is in the meeting packet.
- She stated that it was recommended by the City Attorney for the new project. She stated that she doesn't know if it will be a contract position, but it probably will be a contract position.
- She stated that the person should be able to make sure that we are not going down a path financially that will impact the City.
- She wanted the council to look at this position and put it in the committee and have a discussion on it at the next Regular Work Session.
- Mr. Ashton stated that the County actually does the duties of the Financial Advisor position. He stated that we will be reimbursed.
- Councilmember Higgs stated that he was wondering when this was coming forwards. He feels that the position can save us.

- Councilwoman Stephenson asked Mr. Ashton for the receipts on the Ground Breaking Ceremony. He stated that the receipts were provided to the City Attorney. He stated that he has the receipt in his office.
- Councilwoman Stephenson requested for Mr. Ashton to provide her with a copy of the receipt.
- She wanted to know if they were in the process of reimbursing the City on the money spent. Mr. Ashton stated that the reimbursement will be provided after the LOI is signed.
- He stated that the committee will be meeting soon and they will be moving forward to present to the Council as a whole.
- Councilmember Porter stated the attorney's are reviewing documentation and will be bringing the information to the Council as a whole.
- Councilwoman Simms stated that she would like the Government Affairs and Budget & Finance Committee to review the description.
- Councilwoman Simms stated that she has requested that we meet and have a chart describing who will be responsible for different aspects of the project.

4.2. Rules & Regulations on establishing a Farmers Market in Maryland

- Councilwoman Simms stated the rules and regulation is included in the packet.
- She stated that she would like to have her committee meet regarding this to bring a draft as to how we would like to see the market in the City.
- She stated that we need to have a Market Master to facilitate the market and take training.
- She stated that the rules determine what should happen at the market.
- Councilmember Higgs stated that we can make the market work. He stated that he and Councilmember Porter know that presentation is everything. We need to make certain that it is not thrown together.
- Councilwoman Simms stated that this is the time to start marketing for farmers.
- She stated that the training is in February and we need to put something together on paper. We need to have three farmers or the market cannot operate.
- Councilmember Kennedy stated that we need to check on every business in the City to ensure that they have a license. He stated that the City can be sued for illegal businesses in the City.
- Mr. Ashton stated that the license renewal was due on December 31, 2012.

- It was stated that some businesses will obtain one license and operate different businesses under one license.

4.3. Certificate of Recognition for Decorated Houses in each Ward of the City

- Council President Porter stated that Councilmember Kennedy wanted to provide a certificate to a resident in his Ward at the Public Session. The information was disseminated to the Council to see if they wanted to participate in the recognition presentation.
- Councilmember Kennedy stated that he wanted to do the same thing in the summer.
- Councilwoman Stephenson stated that she wanted to present the certificates to her residents that volunteered the most in the City.
- Council President stated that the Council needs to inform the residents and the Clerk to ensure that the Certificates are complete. He stated that we need to take into consideration the employee time.
- The council stated that it will be done on an individual basis by the Council.
- Council President Porter stated that we need to stick with three different holidays excluding Halloween.
- Council President Porter stated that he Mr. Ashton attended the Geocache Summit in Greenbelt on the last week-end. We had the set-up similar to MML table. The City has a very rich history and their maybe some people visiting the City.

4.4. Council Group Picture

- Council President Porter stated that we need to have a group picture of the current Council.
- It was agreed upon for the Council to take a group picture at the Public Session on Monday, January 14, 2013.

4.5. Council Retreat/Strategic Workshop

- Councilwoman Simms stated that each year we discuss doing a retreat. She stated that this is for the Council to discuss what they will accomplish in the year.
- She stated that at the Legislative Breakfast it was stated that for each Council person to be assigned to legislator. She stated that this will be the Council responsibility to stay in touch with the person. She stated we need to let them know that we are a working Council. We can build a relationship with them and their staff.

- She stated that if it is something for Seat Pleasant we can stay on top of them.
- She stated that the Council has not done our Goals & Objectives for the year. She stated that the Council needs to have an input on the project.
- Council President Porter stated that we need to decide where we want to have the workshop. We can do it at the Training Source, as the City doesn't have any hotels.
- He stated that we need to get a proposal from the Training Source to conduct the workshop.
- He stated that we will need to set aside some time for it, as we had one full day and a half day.
- Councilwoman Stephenson stated that she wanted to know where we are on completing the goals that was established in the workshop. She stated that she would like to see each person have a designated task that will not have the Council to overlap in the task.
- Council President Porter stated he would handle the Federal Legislator.
- Councilwoman Simms stated that can we find out who chairs what committees and allow the City Clerk to break it down.
- Mr. Ashton stated that the packet is broken down by the priorities. He stated that it would be easier to assign from that perspective.
- Council President Porter stated the Mayor can continue to deal with the County Executive.

4.6. Amendment of City Code Chapter 39 Purchasing

- Council President Porter stated that this is the Purchasing requirements for the City.
- He stated that the Council should've had the opportunity to read through it. The information was submitted to you early.
- The agreed to conduct the first reading of the Ordinance.

5. UNFINISHED BUSINESS:

5.1. Employee ID System

- Councilwoman Simms stated that the purpose will be for each employee to have an identification badge.
- She stated that it is two proposals in the packet. She stated that it will not be requested for this budget. She will be submitting it to the Mayor for the next budget.

- It was stated that the employees must wear their badges each day and the City Administrator should ensure that they have them on.
- It was the consensus of the Council to approve and move forward with the badges.

5.2. Council Computer Upgrade-Update on iPad and Disposal of Cities Property

- Councilmember Higgs stated that he had done the research and found that Sprint provides the iPads. He stated that you will not need to come up with any money.
- He stated that the Council can obtain their laptops and have the iPad's too.
- He stated that he feel that the research and information had been provided.
- He requested a consensus of the number of council interested in moving forward with the iPad's.
- He stated that it was five Councilmember's interested in getting the iPad's.
- It was requested that the Council is provided with the cost of the iPad's and to verify the line item.
- Councilmember Higgs stated that he thought the cost was going to be provided tonight.
- Councilmember Higgs stated that the cost will be added to Sprint bill and we pay for it over the course of the bill.
- Council President Porter stated that the City Clerk has researched and provided all the requested information. Unfortunately, she went home sick and can provide the Council with the cost upon her return.

5.3. Approve G.S. Proctor & Associates Lobbying Services-Contract

- Council President Porter stated that the contract was provided for the Council to read. He stated that the document provides information that the company has done on behalf of the City.
- Councilwoman Simms stated that she has called Proctor directly to request for him to provide information on the bond bill that he assisted the City to acquire. He has not provided the documentation as of yet.
- Councilmember Yeargin stated that he doesn't have a problem with hiring a lobbying service firm. However, he needs to know what they will be lobbying for on behalf of the City in Annapolis.
- Councilwoman Stephenson inquired on the language regarding the bond bill they acquired for the City. She stated that on number 6 page 3 they put in the packet that they acquired the bond bill.

- Councilmember Porter stated that lobbyist lobby for the bond on the bill that was put forth. They lobby on the specific bill based upon the relationship that was profited.
- Councilwoman Stephenson wanted to know if the firm was employed by the City when the bond bill was passed. She stated that she was on the Council and do not recall them being an intricate part of the bond bill being acquired.
- Mr. Ashton stated that G.S. Proctor was not employed or under contract with the City at the time the bond bill was acquired. He stated that it would best to ask them to come forward and explain what they have done to get the bill through.
- Council President Porter stated that the direction the City is going in will require us to have a lobbyist firm. He stated that we do not have the time to lobby on behalf of the City. He stated that we aren't retired or know the intricate parts lobby on behalf of the City.
- Councilwoman Simms stated that the process is to put out an RFP for the service.
- Councilwoman Stephenson stated that she agree with both Councilmember's in this process.
- It was recommended that the City Council table the discussion for a later date.

6. LEGISLATION

- **Resolution R-13-11 Competitive Bid Waiver for Lobbying Services**-The City Council tabled the discussion on the lobbying services.
- **Ordinance O-13-08 Amendment of Chapter 39 Purchasing**. O-13-08 was introduced by the City Council on Monday, January 7, 2013 and the first reading was concluded.

7. ANNOUNCEMENT


7.1. MD General Assembly Convenes on Wednesday, January 9, 2013 at 12:00p.m., Annapolis, MD

7.2. MML opening Day Legislative Reception, Wednesday, January 9, 2013 from 5:00p.m.-7:00p.m., Maryland Inn Circle & Main Street, Annapolis, MD

7.3. City Website Demonstration for Citizens "How to Use the City Website", Thursday, December 20, 2012, Seat Pleasant City Hall-Council Chambers from 1:00p.m.-2:00p.m.

ADJOURN-The meeting adjourned at 8:28pm

Submitted by,


Dashaun N. Lanham
City Clerk

APPROVED 02/11/13